

Job Title: TECHNICAL MANAGER V - ADMINISTRATIVE MANAGER - IPR#45987

Agency: Department of Transportation

Closing Date/Time: 05/18/2023

Salary: \$6,145-\$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Non-Union

***This position is covered by the Revolving Door Prohibition Policy.**

All applicants who want to be considered for IDOT positions MUST apply electronically through the illinois.jobs2web.com website.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Administrative Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for accomplishing the administrative, budgetary, personnel, and other support functions for the Office of Chief Counsel (OCC).

OCC personnel supported: 33

Value of annual operating budget: \$4.5 million

Contracts managed: 30 annually
Value of contracts managed: \$1.1 million

This position reports to the Chief Counsel. Reporting to this position are the Administrative Assistant and Financial Management Analyst.

This position works in an environment where s/he provides a wide range of administrative services to the OCC including accounting and data processing support, budgeting, contract administration, and business services support. The incumbent develops new and revised accounting and payment processing procedures and provides data processing, technical, and managerial advice to the Chief Counsel and other OCC staff regarding administrative functions. This position ensures new and renewed contracts for legal and professional services agreements are in accordance with state laws and filing requirements. S/He ensures personnel policies and procedures as well as safety programs are administered properly, provides business services support for administration of office supplies and equipment, and ensures proper facilities management.

Typical problems include providing advice to the Chief Counsel and other management within OCC regarding budget administration, allocation of limited resources to achieve maximum utilization, execution of contracts, efficient processing of payment to contractors, and personnel staffing. In addition, OCC employees are located at the Springfield, Chicago, and Schaumburg offices which presents challenges in coordinating all aspects of administrative services. One of the greatest challenges to this position is the timely resolution of budgetary problems resulting from contracts for legal services, independent contractors, contract employees, and others of that nature which are dependent upon court actions and decisions that make expenditure projections difficult and sometimes require innovative means of securing the necessary funds. Other challenges include securing the necessary staff and equipment to provide optimum service levels within budgetary constraints and resolving budget issues in a fair and equitable manner for OCC personnel.

(Job Responsibilities continued)

The incumbent is personally accountable for analyzing and interpreting fiscal data for the development and preparation of the OCC budget. This position is responsible for the development, implementation, and administration of fiscal standards and controls to ensure adequate funding and compliance with state and departmental purchasing regulations. S/He is responsible for reviewing and approving new and renewed legal and professional service contract agreements and processing payments to contractors. The incumbent conducts studies and analyzes and develops immediate and long-range plans to meet equipment and staffing requirements as well as approves equipment and office supplies purchases. This position is the liaison for all personnel actions. S/He administers personnel policy; develops decision documents on administrative issues; reviews requests for the transfer of funds; reviews sensitive personnel issues including those involving union matters; interviews prospective employees; and coordinates the submission of personnel documents.

The incumbent accomplishes accountabilities through the following staff:

Administrative Assistant, who provides administrative and technical support to the Administrative Manager to ensure utilization of all resources to accomplish the objectives of the OCC.

Financial Management Analyst, who provides complex financial management and administrative services for the OCC.

Problems encountered and decisions made by the incumbent are technical and managerial in nature and typically involve the implementation of administrative policy, operating budget, and staff and equipment resources.

Problems of a sensitive or complex nature which would have an adverse effect on the OCC are referred to the Chief Counsel for resolution or are handled by the incumbent at the direction of the Chief Counsel. This position is constrained by applicable departmental, state, and federal policies, statutes, and laws.

The incumbent is in continuous internal contact with management in the OCC and has frequent contact with the Office of Internal Audit, Bureau of Budget and Fiscal Management, Bureau of Information Processing, Bureau of Personnel Management, and Office of the Secretary. This position has external contact with staff at the Office of the Comptroller, Attorney General's Office, Department of Central Management Services, and State Records Commission as well as with consultants, contractors, and business and supply representatives. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position is measured by the incumbent's ability to provide timely and accurate administrative services for the efficient operation of the OCC and the ability of the incumbent to foresee and remedy problems involving the budget, personnel, and business services that could adversely impact the achievement of the goals of the OCC.

Principal Accountabilities

1. Provides administrative and business services for the OCC.
2. Analyzes and interprets fiscal data for the development and preparation of the OCC budget.
3. Develops, implements, and administers fiscal standards and controls to ensure adequate funding and compliance with state and departmental purchasing regulations.
4. Reviews and approves new and renewed legal and professional service contract agreements and ensures processing of timely payments to contractors.
5. Conducts studies and analyses and develops immediate and long-range plans to meet equipment and staffing requirements as well as approves equipment and office supplies purchases.
6. Acts as the liaison for all personnel actions.
7. Provides technical and managerial advice to the Chief Counsel and other OCC personnel on administrative functions.
8. Develops and implements organizational and management studies within the OCC.
9. Trains, supervises, and evaluates staff to ensure a well-developed and competent staff.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in business, finance, human resources, or public administration plus three years of experience with office management, contract administration, budget administration, or general human resource functions, or a combination thereof, OR
 - Eleven years of experience with office management, contract administration, budget administration, general human resource functions, or a combination thereof
- Occasional statewide travel which may include overnight stays
- Valid driver's license

Position Desirables

- Supervisory experience
- Ability to plan, organize, and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with coworkers, management, and the general public
- Strong oral and written communication skills
- Working knowledge of governmental operations, human resources, and general accounting principles

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Chief Counsel

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Employee Services; Leadership & Management; Office & Administrative Support

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com